

WBAL-TV
Exhibit 13

7

FULL-TIME VACANCY EEO INFORMATION – Form BP-03
[Fill out for each full-time vacancy]

Job Title of Vacancy: Staff Accountant/Accounts Payable & Payroll

Recruitment Source That Referred the Hiree: www.enlist.com

Date Vacancy Opened: 10/12/09

Total Number of Persons Interviewed for the Vacancy: 6

Date Vacancy Filled: 2/22/10

Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees referred By the Source for the Vacancy	Did the Source request Notification?
Coppin State College	2500 W. North Ave. Baltimore, MD 21216	Seana Coulter	410-951-3000		
Baltimore Urban League	512 Orchard St. Baltimore, MD 21201 www.bul.org – post on line	Career Center	410-823-8150		
Communities Organized to Improve Life	1200 W. Baltimore St. Baltimore, MD 21223	Stacey Smith	410-629-0506		
Jewish Vocational Services	1515 Reisterstown Rd. Baltimore, MD 21208	Tova Jaffee	410-653-5760		

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees referred By the Source for the Vacancy	Did the Source request Notification?
NABJ (Nat'l Assoc Black Journalists)	8701 Adelphi Rd. Adelphi, MD 20783	Erin Joyner	301-445-7100		
Towson University	8000 York Rd. Towson, MD 21252 www.towson.edu/careercenter-post on line	Career Center	410-704-2000		
Morgan State University	C-224 Montebello 1700 E. Cold Spring Lane Baltimore, MD 21251 Carl Taylor Coordinator Academic & Career Advising Morgan State University Carl.taylor@morgan.edu	Center for Career Development	443-885-3110 443-885-3505		
NAACP	4805 Mt. Hope Drive Baltimore, MD 21215	Mr. Richard McIntire	410-580-5787		
MD Commission on Hispanic Affairs	301 W. Preston St., Ste 1502 Baltimore, MD 21201	Ms. Ruby Stemmler	410-767-7857		
Gov. Office of Minority Affairs	6 St. Paul St. Baltimore, MD 21202	Herbert Jordan	410-767-8232		
State of Maryland Dept of Labor, Licensing & Regulations	1100 N. Eutaw St. Baltimore, MD 21201 bhannons@dlr.state.md.us	Barry Hannons	410-767-2158		
Community Assistance Network	7701 Dunmanway Dundalk, MD 21222	Hal Malone	410-286-4674		
Howard University School of Communications	525 Bryant St. NW Washington, DC 20059 edudley@howard.edu	Carol Dudley	202-806-5806		
National Assoc. of Hispanic Journalists	1000 National Press Bldg Washington, DC 20045 Send postings via email jobbank@nahj.org	Michelle Vignoli	202-662-7145		
Internal Bulletin Board	3800 Hooper Avenue	Department Heads	410-467-3000		

Posting	Baltimore, MD 21211			
Station Website	www.thewbalchannel.com www.wbal.com www.98online	Chris Vaughn Chris Beauchamp Kerry Plackmeyer	410-338-6499 410-338-6637 410-338-6552	/
Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees referred By the Source for the Vacancy
Hearst Argyle Careers AWRT	http://careers.hearstargyle.com 8405 Greensboro Dr. McLean, VA 22102 www.awrt.org	Robin Morrow Amy Lotz	703-506-3290	
Afro American Newspapers	2519 N. Charles St. Baltimore, MD 21218	Marquis Goodwin	410-554-8200	
Loyola College	Career Development Center 4501 N. Charles St. Baltimore, MD 21210 Send postings via email thecarecenter@loyola.edu	Michelle Schuler	410-617-2000	
Honorable Elijah Cummings Office	1010 Park Ave, Ste. 105 Baltimore, MD 21201 Send postings via email fran.allen@mail.house.gov Madhur bansal@mail.house.gov	Fran Allen District Director	410-685-9199	
Mayor's Office of Employment Development	417 E. Fayette St.. Suite 468 Baltimore, MD 21202 Send postings via email knichols@oedworks.com *rhoward@oedworks.com (*added 6/20/06)	Kahlila Nichols Workforce Operations Director	410-396-3009	
Balto City Community College	2901 Liberty Heights Ave. Baltimore, MD 21215 Send postings via email dhill@bccc.edu	Deidre Hill Job Recruitment	410-462-8013	
Broadcasting Institute of Maryland	7200 Harford Rd. Baltimore, MD 21234 nb@bim.org	Norm Brooks Placement Director	410-254-2770	
				Did the Source request Notification?

Community College of Baltimore Co, Essex Campus	Job Placement Office 7201 Rossville Blvd. Building A, Ste 260 Baltimore, MD 21237	Continuing Education Dept	410-780-6653		
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Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees referred By the Source for the Vacancy	Did the Source request Notification?
The Emma L. Bowen Foundation for Minority Interest in Media	524 West 57 th St. New York, NY 10019	Sandra Rice	212-975-2545		
National Organization for Women Baltimore Chapter	PO Box 253 Timonium, MD 21094 Send via email to info@baltimorenow.org	Lori, Electronic Correspondent	410-668-4399		
University of Md Baltimore County Career Center	escjobs@umbc.edu (Univ of Md Balto Co)	Lauren Peters	410-455-2216		
monster.com				5	

INTERVIEWEE INFORMATION – Form BP-04

Job Title of Vacancy: Staff Accountant/Accounts Payable & Payroll

Interview #	Interviewee's Name	Referral Source	Interview #	Interviewee's Name	Referral Source
1	Wendy Clark	monster.com			
2	Lori Reik	monster.com			
3	Patricia Koehler	monster.com			
4	Kimberly Austin	spoon website			
5	Arbino Hughes	monster.com			
6	Andrea Lynn	monster.com			

VACANCY NOTIFICATIONS – Form BP-05

Job Title of Vacancy: Staff Accountant/Accounts Payable & Payroll

Date Vacancy Opened: October 12, 2009

Date Vacancy Filled: 2/22/10

Notification of vacancy information for the above job title was given using the following advertisements, bulletins, letters, faxes, e-mails, or other communications. Dated copies of these notifications are attached to this form.

Type of Announcement	Date of Announcement	Type of Announcement	Date of Announcement
Letters	10/12/09		
Emails	10.12.09		
Internal Postings	10/12/09		
Websites	10/12/09		
Newspaper	10/12/09		

***** Remember to attach copies of the notifications. *Do Not Put in Public File.* *****



Staff Accountant/Accounts Payable & Payroll

WBAL-TV/WBAL-AM/WIYY-FM has an immediate opening for a Staff Accountant specializing in Accounts Payable and Payroll.

Duties include preparation of monthly and annual general ledger entries and reconciliations, recurring and ad hoc analysis, processing of invoices and expense reports, assisting with bi-weekly payroll processing, and maintenance of contract, vendor and fixed asset files.

A 4-year college degree is preferred. Candidates should have at least 3 years of prior experience with payables and/or payroll, advanced computer skills (Excel is a must), aptitude for detail, excellent communications skills, and a strong work ethic. Preference will be given to candidates who have supported multiple operating units and/or processed payroll in a union environment.

Please fax resume and salary requirements to (410) 235-8053, or e-mail to snunez@hearst.com. NO PHONE CALLS. EOE



October 12, 2009

Seana Coulter
Coppin State College
2500 W. North Avenue
Baltimore, MD 21216

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

STAFF ACCOUNTANT/ACCOUNTS PAYABLE & PAYROLL

WBAL-TV is an equal opportunity employer and does not discriminate in the hiring, training or promotion of employees by reason of race, color, religion, sex, or national origin. We are engaged in a continuing effort to seek out prospective applicants for employment with our company. We earnestly solicit your assistance in obtaining employees and request that you refer prospective applicants to us at the above address.

Please refer all qualified applicants to us by 10/26/09. At this time, we anticipate that a hiring decision will be made on or about 11/09/09.

If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



October 12, 2009

Stacey Smith
Communities Organized to Improve Life
1200 W Baltimore St.
Baltimore, MD 21223

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

STAFF ACCOUNTANT/ACCOUNTS PAYABLE & PAYROLL

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



October 12, 2009

Erin Joyner
NABJ
8701 A Adelphi Road
Adelphi, MD 20783-1716

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



October 12, 2009

Morgan State University
Center for Career Development
C-224 Montebello
1700 E. Cold Spring Lane
Baltimore, MD 21251

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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October 12, 2009

Richard McIntire
NAACP
4805 Mt. Hope Drive
Baltimore, MD 21215

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



October 12, 2009

Herbert Jordan
Gov. Office of Minority Affairs
6 St. Paul Street
Baltimore, MD 21202

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



October 12, 2009

Barry Hammons
State of Maryland Dept. of Labor,
Licensing & Regularions
1100 N. Eutaw Street
Baltimore, MD 21201

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



October 12, 2009

Hal Malone
Community Assistance Network
7701 Dunmanway
Dundalk, MD 21222

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



October 12, 2009

Ruby Stemmler
Gov. Commission on Hispanic Affairs
301 West Preston St., Ste 1502
Baltimore, MD 21201

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



October 12, 2009

Community College of Baltimore County, Essex Campus
Job Placement Office, Bldg A, Ste 260
7201 Rossville Blvd.
Baltimore, MD 21237

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



October 12, 2009

Sandra Rice
Emma L. Bowen Foundation for Minority Interest in Media
524 West 57th St.
New York, NY 10019

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

STAFF ACCOUNTANT/ACCOUNTS PAYABLE & PAYROLL

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If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.



October 12, 2009

Tova Jaffe
Jewish Vocational Services
1515 Reisterstown Rd.
Baltimore, MD 21208

Dear Sir or Madam:

Hearst-Argyle Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistance in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

STAFF ACCOUNTANT/ACCOUNTS PAYABLE & PAYROLL

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Please refer all qualified applicants to us by 10/26/09. At this time, we anticipate that a hiring decision will be made on or about 11/09/09.

If you would like to receive these via e-mail, please send your e-mail address to smcnicholas@hearst.com. Thanks.

McNicholas, Sharon E

From: McNicholas, Sharon E
Sent: Monday, October 12, 2009 8:21 AM
To: 'bhammons@dlr.state.md.us'; 'Carl Taylor'; 'cdudley@howard.edu'; 'cscjobs@umbc.edu'; 'dhill@bccc.edu'; 'fran.allen@mail.house.gov'; 'info@baltimorenow.org'; 'jobbank@nahj.org'; 'knichols@oedworks.com'; 'madhur.bansal@mail.house.gov'; 'nb@bim.org'; 'rhoward@oedworks.com'; 'thecareercenter@loyola.edu'
Subject: WBAL Job Posting
Attachments: Job Posting.docx

Dear Sir or Madam:

Hearst- Television, Inc., licensee of Station WBAL-TV, Baltimore, Maryland requests your assistant in identifying and locating individuals who may be interested in the following job position(s) now available with our Company:

STAFF ACCOUNTANT/ACCOUNTS PAYABLE & PAYROLL

WBAL-TV is an equal opportunity employer and does not discriminate in the hiring, training or promotion of employees by reason of race, color, religion, sex, or national origin. We are engaged in a continuing effort to seek out prospective applicants for employment with our company. We earnestly solicit your assistance in obtaining employees and request that you refer prospective applicants to:

WBAL-TV
3800 Hooper Avenue
Baltimore, MD 21211

Please refer all qualified applicants to us by **October 26, 2009**. At this time, we anticipate that a hiring decision will be made on or about **November 9, 2009**.

McNicholas, Sharon E

From: McNicholas, Sharon E
Sent: Monday, October 12, 2009 8:27 AM
To: 'Vaughn, Christopher'
Subject: Job Posting
Attachments: Job Posting.docx

Please post on wbaltv.com

McNicholas, Sharon E

From: McNicholas, Sharon E
Sent: Monday, October 12, 2009 8:30 AM
To: Anderson, Barbara F; Bamonti, Stephen L; Butt, Michelle; Draper, Wanda Q; Halapin, Jeff K; Nunez, Sue M
Subject: Job Posting
Attachments: Job Posting.docx

Please post.

McNicholas, Sharon E

From: McNicholas, Sharon E
Sent: Monday, October 12, 2009 8:32 AM
To: 'Marquise Goodwin'
Subject: Job Posting
Attachments: Job Posting.docx

We would like the following ad in the next edition of the paper. Can you price for me?

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Changing lives.


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Career Center

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UYEP
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Urban
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Employment Network

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Job

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Sharon
McNicholas
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Job Detail

Job Summary

Staff Accountant/Accounts Payable & Payroll

Salary:	Open	Location:	Baltimore, Maryland
Employer:	WBAL-TV	Type:	Full Time - Experienced
Category:	Accounting, Auditing, Bookkeeping	Preferred Education:	4 Year Degree

NOTE: Please carefully review your job posting. This job is saved as a Pending Job in your account but is NOT active yet.

DO NOT USE YOUR BROWSER'S BACK BUTTON. TO MAKE A CHANGE, PLEASE CLICK THE MAKE CHANGES BUTTON, OR CLICK "POST JOB NOW" TO CONTINUE:

[Make Changes](#)

[Post Job Now](#)

Employer Information

About [WBAL-TV](#)

WBAL-TV is owned by Hearst-Argyle Television and is an NBC Affiliate.

[View all our jobs](#)

[Click Here to edit the Employer Information text](#)

Job Description

WBAL-TV/WBAL-AM/WIYY-FM has an immediate opening for a Staff Accountant specializing in Accounts Payable and Payroll. Duties include preparation of monthly and annual general ledger entries and reconciliations, recurring and ad hoc analysis, processing of invoices and expense reports, assisting with bi-weekly payroll processing,, and maintenance of contract, vendor and fixed asset files.

NOTES: Local Residents Preferred (No Relo)

Requirements

At least 3 years prior experience with payables and/or payroll, advanced computer skills (Excel is a must), aptitude for detail, excellent communications skills, and a strong work ethic. Preference will be given to candidates who have supported multiple operating units and/or processed payroll in a union environment.

NOTE: Please carefully review your job posting. This job is saved as a Pending Job in your account but is NOT active yet.

DO NOT USE YOUR BROWSER'S BACK BUTTON. TO MAKE A CHANGE, PLEASE CLICK THE MAKE CHANGES BUTTON, OR CLICK "POST JOB NOW" TO CONTINUE:

[Make Changes](#)

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512 Orchard Street | Baltimore, MD 21201 - 1947
Phone : 410-523-8150 | Fax: 410-523-4022



American Women In Radio & Television

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American Women in Radio & Television, Inc. (AWRT) is a non-profit, professional organization of women and men who work in the electronic media and allied fields.

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Job Successfully Submitted

Thank you for submitting your job. All jobs are reviewed before being posted.

Member Login

Welcome Sharon McNicholas
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Save the Date! May 25, 2010 - Gracies Gala
 May 26, 2010 - Gracies Luncheon



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SAVE THE DATE | MARCH 4-6, 2010 | WASHINGTON, DC

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Hearst Television Inc

Logged in as Sharon McNicholas | [Log Out](#)

Administration

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[Create Position](#)

Edit Position

- ☒ Active
- ☒ Full Time

Category:

G&A - Accounting

Business Unit:

WBAL-TV

Job Title*:

Staff Accountant/Account

Posted Date*:

12-Oct-2009



Description:

Duties include preparation of monthly and annual general ledger entries and reconciliations, recurring and ad hoc analysis, processing of invoices and expense reports, assisting with bi-weekly payroll processing and maintenance of contract, vendor and fixed asset files.

A 4 year college degree is preferred. Candidates should have at least 3 years prior experience with payables and/or payroll, advanced computer skills (Excel is a must) aptitude for detail, excellent communications skills, and a strong work ethic.



Preference will be given to candidates who have supported multiple operating units and/or processed payroll in a union environment.

EOE

Design HTML



Responsibilities:

Duties include preparation of monthly and annual general ledger entries and reconciliations, recurring and ad hoc analysis, processing of invoices and expense reports, assisting with bi-weekly payroll processing and maintenance of contract, vendor and fixed asset files.

 Design  HTML

Requirements:

A 4 year college degree is preferred. Candidates should have at least 3 years prior experience with payables and/or payroll, advanced computer skills (Excel is a must) aptitude for detail, excellent communications skills, and a strong work ethic. Preference will be given to candidates who have supported multiple operating units and/or processed payroll in a union environment.

 Design  HTML



Application Instructions:

Fax resume and salary requirements to 410-235-8053 or email to snunez@hearst.com. NO phone calls.





 Design  HTML

Experience:

Candidates should have at least 3 years prior experience with payables and/or payroll, advanced computer skills (Excel is a must) aptitude for detail, excellent communications skills, and a strong work ethic. Preference will be given to candidates who have supported multiple operating units and/or processed payroll in a union environment.

 Design HTML**Education:**

A 4 year college degree is preferred

 Design HTML**Compensation:** Design HTML**EOE:**

EOE



Design



HTML

SAVE

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Please correct the errors noted below in red, then Save.

- Position Information - Wage/Salary

Save

Cancel

If you are posting an *Internship*, in addition to posting, please click [here](#) to download the **Employer Sponsor Agreement** form and submit to The Career Center.

If you are looking to post a child care position, please be advised: We do not post "as needed" babysitter positions. We do allow people to post childcare jobs that can guarantee a minimum of 8 hours a week, every week. If you are looking for babysitters on a semi-regular, or as needed basis, please contact The Towerlight, Towson University's paper, at 410-704-2288 to post a *classified ad*.

Position Information

*Job Title: Staff Accountant/Accounts Payab

Job Reference Num:

*Organization Name: WBAL TV11

No of Openings: 1

Work Schedule: M-F

Hours per Week: 40

Wage/ Salary :

invalid - numbers only (can include decimal)

Other Compensation :

Employment Start Date: tba

Employment End Date: tba

Supervisor: Sue Nunez

*Job Description: Duties include preparation of monthly and annual general ledger entries and reconciliations, recurring and ad hoc analysis, processing of invoices and expense reports, assisting with bi-weekly payroll processing and maintenance of contract, vendor and fixed asset files. EOE

Spell Check

Qualifications: 4 year college degree preferred. At least 3 years of experience with payables and/or payroll, advanced computer skills (Excel is a must), aptitude for detail, excellent communication skills and a strong work ethic. Preference will be give to candidates who have supported multiple operating units and/or processed payroll in a union environment

Spell Check

*Application Instructions: Fax resume and salary requirements to 410-235-8053 or email to snunez@hearst.com
No phone calls.

Spell Check

Contact Information

First Name: Sue

Middle Initial:

Last Name: Nunez

Address Line 1: 3800 Hooper Ave.

Address Line 2:

City: Baltimore

State: MD

Zip: 21211

Phone: 410-338-6427

Fax:

Email: snunez@hearst.com

Website:

Please Note: If you choose one of the screening options below, please be sure to complete the corresponding field.

For example, if you choose to screen by Minimum GPA, then be sure you have added a number such as 3.0 to the Minimum GPA field below.

Posting Information

Job Location:	Baltimore, MD
Job Category:	Account Management/Planning Accounting/Auditing Actuarial Administration
Position Type:	ACCT INTERN AHLT-INTERN ANTH INTERN ART INTERN
*Applicant Type:	Childcare/babysitting Jobs Full-Time Internship Job Shadowing
Minimum GPA:	
Work Authorization Status:	Canadian Work Authorization Employment (H-1) Visa H-4 Visa J-1 Visa (Exchange Program)
Graduation Range:	Month Year From Month Year To Month Year
Classification:	Alumnus/a Certificate of Advanced Study (CAS) Continuing Education Doctoral Candidate
Degrees:	Applied Doctorate in Audiology Bachelor of Arts Bachelor of Fine Arts Bachelor of Music
Majors:	

Add/Remove

- Screening Options:
- ☐ Screen Minimum GPA
 - ☐ Screen Work Authorization Status
 - ☐ Screen Graduation Range
 - ☐ Screen Classification
 - ☐ Screen Degrees
 - ☐ Screen Majors

*Post Date: 10/12/2009

*Expiration Date: 10/26/2009

Show Contact Info: Yes

Allow Online Referrals: No

Save**Cancel**